United Nations ST/IC/2013/17

Secretariat

17 May 2013

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: **Changes to the I-94 form (arrival/departure record) for United Nations staff and dependents**

1. The purpose of the present circular is to inform staff members holding a G-4 visa of a diplomatic note received from the Permanent Mission of the United States of America to the United Nations regarding changes to the I-94 form (arrival/departure record) and their effect on United Nations staff and their dependents (see annex).

2. For the purpose of streamlining the admissions process for individuals lawfully entering the United States, the I-94 form will be automated. The automation at ports of entry in the New York area entered into effect on 7 May 2013. The overall purpose and contents of the I-94 form remain the same. The Host Country Affairs Section of the Mission continues to require the hard copy of the I-94 form of all individuals (including staff members, dependents and consultants) for processing the renewal of G-4 visas and any other G-4 visa-related processes. The I-94 form is available and can be printed from www.cbp.gov/I94. Applicants need to submit the form together with their passport and other pertinent documentation to the Travel and Transportation Section of the United Nations for processing.

3. Staff members are advised to familiarize themselves and are required to comply with the details set out in the annex to the present circular. Additional information will also be available from the Travel and Transportation Section web page on iSeek.

* The present circular will be in effect until further notice.

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Annex

Diplomatic note dated 7 May 2013 from the Permanent Mission of the United States of America to the United Nations

The Permanent Mission of the United States of America to the United Nations has the honour to provide guidance on recent changes to the I-94 form (arrival/departure record) and their effect on United Nations staff.

The Customs and Border Protection of the United States recently announced that the I-94 form will be automated to streamline the admissions process for individuals lawfully visiting the United States. The overall purpose and contents of the form, which provides international visitors with evidence that they have been lawfully admitted to the United States, will remain unchanged. Customs and Border Protection will start implementing the automation of the form at ports of entry in the New York area on 7 May 2013.

The Host Country Affairs Section of the Mission will, nonetheless, continue to require the hard copy of the I-94 form (available from www.cbp.gov/I94) from all United Nations staff and dependents. United Nations staff should print the form following the instructions provided on the Customs and Border Protection website and provide it — with their passport and other pertinent documentation — to the Travel and Transportation Section of the United Nations for processing. United Nations staff who have an incorrect, lost, stolen, mutilated or destroyed I-94 form issued before automation came into effect may contact the Mission for assistance.